

Department of General Services  
Records Management Division  
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.  
971-16-1-A5

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Agency  
Maryland State Police

Division/Unit  
Motor Vehicle Division

Item No.	Description	Retention
	This schedule supersedes schedules 971-16-1-A1 through 971-16-1-A4	
1600	<u>MASTER VEHICLE COMPUTER FILE</u> Computer file containing information on all MSP vehicles to include: title number, year/make/model, location, date placed in service, price, tag #, etc. Computer file is accessible via VIN #, car #, or tag #.	Retain as active until car is disposed of, then held as inactive file for 15 years, then destroy.
1601	<u>MASTER VEHICLE FILE</u> Set up by vehicle identification number. Contains initial paperwork from the dealer for each vehicle, i.e. initial delivery invoice, odometer statement, application for title, certificate of origin and MSP 16-11 Car Check List (Visual). Also contains MSP Form 129, repair orders with copies of associated invoices attached, MSP accident reports and copies of 195's for vehicle damage.	Record copy maintained at MVD. Retain until vehicle is sold, plus five years, then destroy.
1602-1	<u>VEHICLE DISPOSITION PENDING - TOTALED VEHICLES</u> Contains records necessary for disposition or trade in of totaled vehicles annually, i.e. trade-in list, towing receipts, auction receipts.	Retain 5 years, then destroy.
1602-2	<u>VEHICLE DISPOSITION PENDING - AUCTIONED VEHICLES</u> Contains master history file for vehicles awaiting sale at auction.	After vehicle is sold, file is returned to master vehicle file, inactive.
1602-3	<u>VEHICLE DISPOSITION PENDING - SALVAGED VEHICLES</u> Contains master vehicle file for salvage disposition.	After disposition, file returned to 1601 master file, inactive.
1602-4	<u>VEHICLE DISPOSITION PENDING - CANNIBALIZED VEHICLES</u> Contains master vehicle file for vehicles awaiting disposition after being stripped.	After disposition, file returned to 1601 master file, inactive.
1603	<u>TOTALED VEHICLE LEDGER</u> Computerized ledger for tracking totaled vehicles processed through the Insurance Division in Annapolis	Cut off annually, retain 3 years, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: October 1, 1999

Signature: Carl Banaszewski, DLS

Type Name: Carl Banaszewski

Title: Director, Office of Budget, Legislation & Fiscal Administration

Schedule Authorized by State Archivist

Date: OCT 19 1999

Signature: Edward C. [Signature]

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1604	<u>STOCK INVENTORY/CONTROL RECORDS</u> (Regional garages only)  Contains perpetual inventory at each garage installation reflecting receipt distribution and balance of parts/supplies needed to operate that garage and maintain vehicles. Form 16-7 (Inventory Control Form) filed by accessory or make of vehicle.	Retain 3 years, then destroy.
1605	<u>REPAIR ORDER ISSUANCE LEDGER</u>  File set up chronologically with Form 16-1 (Repair Order Issuance Ledger).	Retain 3 years, then destroy.
1606	<u>REPAIR ORDER LOG</u>  File set up by installation to include completed MSP Form 16-3 (Repair Order Log).	Retain 3 years, then destroy.
1607	<u>OUTSIDE PURCHASE APPROVAL LOG</u>  Contains MSP Form 16-5, Outside Purchase Approval Ledger recording purchases of automotive parts over \$75.00	Retain 3 years from date of issuance, then destroy.
1608	<u>INVOICE VENDOR CONTROL LOG</u>  Contains completed/reconciled Form 16-4 (Invoice/Vendor Control Log). Record copy retained at MVD Headquarters, filed by garage installation. Non record copy retained at local garage.	Retain record copy 3 years from date of issuance, destroy. Retain non record copy 1 year, then destroy.
1609	<u>TRANSMITTAL OF FUNDS (CASH RECEIPTS)</u>  Contains copies of check/money order for funds received from the sale of auctioned vehicles, salvaged parts, scrap metal, etc. Original check/money order forwarded to Finance.	Retain 3 years, then destroy.
1610	<u>VEHICLE TRANSFER/NUMBER CHANGES</u>  Contains Form 17's and Miles Messages issued for all vehicles transferred or renumbered.	Retain 3 years, then destroy
1611	<u>VEHICLE PERFORMANCE ANALYSIS REPORT</u>  Contains copies of computer printouts for monthly vehicle maintenance data entered in FleetMaster.	Retain 3 years, then destroy.

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1612	<u>NON CAPITAL EQUIPMENT INVENTORY</u>  Filed by installation. Contains Non Capital Equipment Inventory Log listing equipment purchased for operational purposes and MSP Form 119, MSP Receipt Form, for items received from Quartermaster or other installations.	Record copy maintained at M/V Division. Non record copy maintained at local garage. Retain until superseded.
1613	<u>VEHICLE MAINTENANCE REQUESTS</u> <u>NON DEPARTMENT VEHICLES</u>  Contains copies of MSP Form 118, Vehicle Repair Order, for minor emergency repair to any vehicle other than a state owned vehicle.	Record copy maintained at MVD. Cut off annually, retained 2 years, then destroy. Non Record copy retained at local garage for 1 year, then destroy.
1614-1	<u>MFOMS OPERATORS</u>  Contains current list of civilian personnel & vehicles required to file monthly MFOMS operator reports.	Retained until superseded.
1614-2	<u>MFOMS REPORTS</u>  Contains monthly MFOMS "Operator Report "A", filed chronologically by month and year. Record copy maintained at DBM.	Retain non record copy 3 years, then destroy.
1614-3	<u>CERTIFICATE OF EXEMPTION AND COMMUTER CHARGE</u>  Contains approved MFOMS (Form 18) "Certification of Exemption" and copies of State Automobile Commute charges.	Certificate to be retained until use of state vehicle ceases, then destroy.
1614-4	<u>IRS - VEHICLE FRINGE REPORTING SYSTEM PROGRAM</u>  Contains annual report for department owned vehicles subject to commute charge under IRS Vehicle Fringe Benefit Reporting Program. Record copy maintained at State of Maryland, Department of Budget and Management. Non record copy retained at M/V Division.	Retain non record copy 3 years, then destroy.
1615-1	<u>MSP BUDGET CODE</u>  Contains current listing of affected MSP Budget codes utilizing the Automated Fuel System.	Retain until updated, then destroy.
1615-2	<u>PERSONNEL FUEL CARD - COMPUTER</u>  Computer file of all MSP personnel issued an automated fuel card. Filed alphabetically by last name, social security number, current card number and MSP budget code.  Current computer print-outs available upon request.	Retained as a perpetual file.

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1615-3	<u>VEHICLE FUEL CARD FILE - COMPUTER</u>  Computer inventory file listing vehicle fuel cards issued to MSP vehicles, filed by vehicle number and/or VIN number.  Current computer print-outs available upon request.	Retain until vehicle is sold, plus 3 years, then destroy.
1615-4	<u>RECEIPTS - PERSONNEL</u>  Contains receipts for issued personnel cards.	Retain for 5 years, or until individual is no longer employed, then destroy.
1615-5	<u>RECEIPTS - VEHICLE</u>  Contains receipts for issued vehicle cards.	Retain for 5 years, or until vehicle is disposed of, then destroy.
1615-6	<u>REQUEST FOR AUTOMATED FUEL CARD</u>  Contains requests for the issuance of personnel and vehicle cards. File by date received.	Cut off annually, retain 1 year, then destroy.
1615-7	<u>LOST/DAMAGED FUEL CARDS</u>  Contains correspondence concerning the loss or destruction of MSP fuel cards (i.e. 195's, detailed reports, etc.) Filed by date received.	Cut off annually, retain 1 year, then destroy.
1615-8	<u>AUTOMATED FUEL CORRESPONDENCE</u>  Contains general correspondence regarding the Automated Fuel System, (i.e. Commercial Fuel System, Hi-Tech Data Systems, Department of General Services, etc.)	Cut off annually, retain 1 year, then destroy.
1616	<u>MSP VEHICLE ACCIDENT FILE</u> (Regional Garages Only)  Contains MSP Accident Log - Local garage (MSP 16-12) for all accidents filed at regional garages.	Cut off annually, retain 1 year, then destroy.
1617-1	<u>MSP ACCIDENT REVIEW BOARD RECORD (OPEN)</u>  Contains completed MSP Accident Review Board Records (MSP 16-9), pending final disposition.	Retain until closed. See file 1617-2.

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Item No.	Description	Retention
1617-2	<u>MSP ACCIDENT REVIEW BOARD RECORD (CLOSED)</u> Contains completed MSP Accident Review Board records (MSP 16-9). Also contains listing of all MSP accidents (MSP 16-10) for MSP Accident Review Board.	Cut off annually, retain 3 years, then destroy.
1618	<u>MSP DRIVER FLAGGING PROGRAM</u> Contains random driving records received from Motor Vehicle Administration for all active MSP personnel. Computer file is accessible through name.	Cut off annually, retain 3 years, then destroy.
1619	<u>VEHICLE REPLACEMENT</u> Contains all documents and specifications for MSP vehicles. File and retain by manufacturer year.	Retain 10 years, or as long as in service by MSP, then destroy.
1620	<u>VEHICLE EQUIPMENT</u> Contains documents and related information for equipment included on vehicle, i.e. lights, sirens, etc.	Retain until no longer needed, then destroy.
1621-1	<u>TOLL PASS BOOK PROGRAM</u> Receipts from the Maryland Transportation Authority for pass books issued to the Department.	Record copy retained 3 years, then destroy.
1621-2	<u>TOLL PASS RECEIPTS</u> Contains receipts received from employees for toll pass book issued to state vehicles.	Record copy retained 6 months, then destroy.
1622-1	<u>DEAD LINE VEHICLES</u> Contains Form 16-19, open and closed, for every vehicle placed on dead line. Open copy retained until closed. Closed, record copy retained at MVD administrative office, filed by garage.	Record copy retained 1 year, then destroy.
1622-2	<u>DEAD LINE VEHICLE LOG</u> Contains Form 16-19a, compiling Form 16-19 for statistical purposes. Record copy maintained at MVD administrative office.	Retain record copy 3 years, then destroy.